

**SAMPLE NEW PAY STATEMENT**

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State of Hawaii Central Payroll  
P.O. Box 119  
Honolulu, HI 96810

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###M###

###M03008###

Payroll Number: M03  
Pay Begin Date: 04/16/2018  
Pay End Date: 04/30/2018

Warrant Dist: 008  
Advice #: 00000000000707  
Advice Date: 05/04/2018

Jane Plumeria  
12345 Island Road  
Honolulu, HI 96813

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Self-Service ID: 00123456  
Department: SOH-State of Hawaii

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**TAX DATA:** Federal HI State  
Marital Status: Married Married  
Allowances: 0 0  
Addl. Percent: ④  
Addl. Amount:

HOURS AND EARNINGS						TAXES		
Description	Current		YTD		Description	Current	YTD	
	Rate	Hours	Earnings	Hours				Earnings
Regular			1,622.00		Fed OASDI/EE	99.30	1,072.08	
Night Shift Differential			14.00		Fed MED/EE	23.23	250.73	
Temporary Assignment			10.40		Fed Withholding	100.69	1,291.59	
Ordinary Overtime			0.00		HI Withholding	80.69	935.08	
<b>TOTAL:</b>		<b>0.00</b>	<b>1,646.40</b>	<b>0.00</b>	<b>TOTAL:</b>	<b>303.91</b>	<b>3,549.48</b>	

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Reg Retir hire before 7/1/2012	98.78	1,061.79	Employee Organization UPW	11.40	102.60	ER Prescription Drug	23.36	23.36
Deferred Compensation	50.00	450.00	Statutory Dues UPW BU 01	31.03	276.75	ER State Vision Care	1.95	1.95
Dental Pre Tax	6.48	58.32	Retro SD UPW BU 01	0.00	1.89	ER State Dental Plan	9.72	9.72
EUIF PreTax Medical	23.59	212.31				ER State Medical	122.72	122.72
Prescription Drug Pre Tax	3.62	32.58				Retiree Health Insurance ER	154.60	154.60
DAGS Automotive Pre Tax Prkg	10.00	90.00						
Vision Pre Tax	1.30	11.70						
<b>TOTAL:</b>	<b>193.77</b>	<b>1,916.70</b>	<b>TOTAL:</b>	<b>42.43</b>	<b>381.24</b>	<b>*TAXABLE</b>		

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	1,646.40	1,452.63	303.91	236.20	1,106.29
YTD	17,696.52	15,779.82	3,549.48	2,297.94	11,849.10

NET PAY DISTRIBUTION		
Account Type	Account Number	Deposit Amount
Advice #00000000000707 Checking	XXXXXX1234	1,106.29
<b>TOTAL:</b>		<b>1,106.29</b>

Area	Description	Fields
1	<b>Employer Name and Address</b>	<ul style="list-style-type: none"> <li>• Employer name and business address</li> </ul>
2	<b>Payroll Information</b>	<ul style="list-style-type: none"> <li>• <b>Payroll Number:</b> The payroll number indicates your division.</li> <li>• <b>Pay Begin and End Date:</b> The start and end date of your pay check. <i>Note: the pay period dates on pay statements from the old payroll system may not have displayed accurately.</i></li> <li>• <b>Warrant Dist:</b> The warrant distribution code defines your branch</li> <li>• <b>Advice #:</b> The number assigned to your pay</li> <li>• <b>Advice Date:</b> The date the funds are available</li> </ul>
3	<b>Employee Name and Payroll Address</b>	<ul style="list-style-type: none"> <li>• <b>Employee Name:</b> Your Payroll Name</li> <li>• <b>Employee Address:</b> Your Payroll Address</li> </ul>
4	<b>Tax Data</b> <i>Shows what you have designated for federal and state taxes.</i>	<ul style="list-style-type: none"> <li>• <b>Marital Status:</b> Marital status for tax withholding purposes</li> <li>• <b>Allowances:</b> Withholding allowances selected for Federal and State</li> <li>• <b>Addl. Amount:</b> Additional amount withholding</li> </ul>
5	<b>Hours and Earnings</b> <i>Your regular base pay and/or how many hours you worked in the pay period</i>	<ul style="list-style-type: none"> <li>• <b>Regular:</b> Includes base pay – current and year to date (YTD) earnings</li> <li>• <b>Additional Pays:</b> Overtime, Differential Pay, etc. – current and YTD earnings</li> </ul>
6	<b>Taxes</b>	<ul style="list-style-type: none"> <li>• This is the amount of taxes withheld from your current pay, including Federal, State, Social Security (OASDI) and Medicare taxes. Please note the new system will use a slightly different tax withholding calculation method which may result in rounding differences when compared to your previous pay. <ul style="list-style-type: none"> <li>○ This means that you may see a difference of up to 10 cents on these taxes with your new pay check. This amount is balanced each pay period by looking at your full calendar year income, which ensures that your W-2 is accurate for your end of year filing.</li> </ul> </li> <li>• <b>Tax Withholding Changes:</b> If you are currently paid for more than one position, you may see a difference in your Federal and State tax withholdings as each check is calculated individually based on your W-4 withholding allowances. <ul style="list-style-type: none"> <li>○ This means that you may see a decrease in your overall taxes withheld each pay period.</li> <li>○ You may update your withholdings to change what is withheld if needed, but it is not required.</li> <li>○ This may result in less taxes being withheld throughout the year.</li> </ul> </li> </ul> <p><b>*Important: For tax year 2019, OASDI is taxable up to limit of \$132,900. For tax year 2019, Fed MED/EE, for income under \$200,000, the tax rate is .0145 and for income above \$200,000, the tax rate is 2.35%.</b></p>
7	<b>Before Tax Deductions</b> <i>Shows before tax deductions.</i>	<ul style="list-style-type: none"> <li>• <b>Before Tax Deductions:</b> Items listed in this box are taken from your gross wages before taxes. These deductions reduce your Federal taxable wages and therefore your tax withholding. Current and year to date (YTD) amounts are listed.</li> </ul>

Area	Description	Fields
8	<b>After Tax Deductions</b> <i>Shows after tax deductions.</i>	<ul style="list-style-type: none"> <li>• <b>After Tax Deductions:</b> Items listed in this box are deducted your gross wages and have no effect on the taxable wages. Current and year to date (YTD) amounts are listed.</li> <li>• <b>Monthly Deduction Amounts:</b> Deductions that are calculated based on a monthly amount and divided over each semi-monthly pay period, will round up by 1 penny, rather than varying by 1 penny each payperiod.</li> <li>• <b>Garnishment Deductions:</b> If you have an active garnishment deduction, you will see variation in the amount withheld for those that are based on a percentage of your income. Each time you are paid, your garnishment will be recalculated to meet the legal requirements of your withholding order. If you have any questions regarding your active withholding order, please email <a href="mailto:dags.garnishment@hawaii.gov">dags.garnishment@hawaii.gov</a>.  <i>*Note: Garnishment and student loan processing will follow federal standards and calculation routines to ensure that disposable income is maximized.</i></li> </ul>
9	<b>Pay Statement Summary</b>	<ul style="list-style-type: none"> <li>• <b>Total Gross:</b> The total gross pay you received in this pay period.</li> <li>• <b>Fed Taxable Gross:</b> The federal taxable gross.</li> <li>• <b>Total Taxes:</b> The total of Federal and State withholdings.</li> <li>• <b>Total Deductions:</b> The total of the before tax and after-tax deductions.</li> <li>• <b>Net Pay:</b> The gross pay less deductions and tax withholdings paid to the employee.</li> </ul>
10 New	<b>Other Employee Information</b>	<ul style="list-style-type: none"> <li>• <b>Self Service ID:</b> Your self-service identification number</li> <li>• <b>Department:</b> The employee's primary department</li> </ul>
11 New	<b>Employer Paid Benefits</b>	<ul style="list-style-type: none"> <li>• This section will show the employer paid benefit amounts for this pay period. Current and year to date (YTD) are listed.</li> <li>• If any amounts are included as taxable income, they will be indicated with an asterisk.</li> </ul>
12 New	<b>Net Pay Distribution</b> <i>Shows net earnings for the pay period.</i>	<ul style="list-style-type: none"> <li>• If you have more than one account set up for direct deposit, each account and the amount of deposit will be shown.</li> <li>• This information notes how the earnings for this pay period are paid to you.</li> <li>• <b>Credit Union Deductions:</b> Now that your credit union deductions have been setup as a direct deposit account, they will no longer display under your deductions. These will display here under the Net Pay Distribution section by account number.</li> </ul>

**Reminder: Your pay statements are also available online through a personal computer/mobile device and a State-networked computer. You can log in at <https://hip.hawaii.gov> using your HIP User ID and Password.**

(If you are a **UH employee** log in at <https://myuh.hawaii.edu>) using your UH single-sign on.)

*Need help?*

<http://ags.hawaii.gov/hawaiipay> | (808) 201-SERV [7378] | [HIP@hawaii.gov](mailto:HIP@hawaii.gov)